



## TOWN OF GRAFTON

30 Providence Road

Grafton, MA 01519

(508) 839-5335

Finance Director: *Mary K. Lauria*

[lauriam@grafton-ma.gov](mailto:lauriam@grafton-ma.gov)

[www.grafton-ma.gov](http://www.grafton-ma.gov)

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### Accounting Specialist

The Town of Grafton is accepting applications for the full-time position of Accounting Specialist under the supervision of the Town Accountant/Finance Director. Responsibilities include the following but are not limited to, reviewing all department accounts payable requests to ensure compliance with Mass. General Laws, reconcile trust funds and investments on a monthly basis, perform monthly cash reconciliation, create monthly journal entries as needed, review general ledger payroll sheet for accuracy, etc. Other duties include research, analysis, assisting the Town Accountant/Finance Director with annual fiscal year closing of the Town's finances, assisting in the annual submission of Schedule A and other duties as assigned by the Town Accountant/Finance Director. This position requires strong mathematical and accounting skills and involves considerable interaction with other departments. This position will have similar duties to that of a Financial Analyst. Knowledge or experience with Softright and Excel strongly preferred. Preferred qualifications for this position include an Associate's Degree and/or a combination of municipal government experience and education.

Please submit resume, cover letter to: Town of Grafton Attn: Mary K. Lauria, 30 Providence Road, Grafton MA, 01519, or by email to [lauriam@grafton-ma.gov](mailto:lauriam@grafton-ma.gov), or online at <https://www.grafton-ma.gov/human-resources>.

The deadline for applications is June 30<sup>th</sup>, 2021. The town of Grafton is an equal opportunity employer. Hiring range not to exceed \$24.92 per hour. This position is eligible for overtime.